

**TENURED & PROBATIONARY FACULTY  
LEAVE OF ABSENCE WITHOUT PAY (LWOP) REQUEST FORM**

*Directions: Do NOT use "Enter" key to move between fields. Instead, use "Tab" key or Mouse.*

\_\_\_\_\_  
Name of Person Requesting the Leave

\_\_\_\_\_  
Red ID

\_\_\_\_\_  
Department

\_\_\_\_\_  
College

**LWOP EFFECTIVE:**

(Check one and fill in year(s))

- Fall 20\_\_     Spring 20\_\_
- Academic Year \_\_\_\_ - \_\_\_\_
- (Check one)
- Full-time (1.0)
- Half-time (.50)
- Other (. \_\_\_\_)

**Type of Leave**

Note: Leaves without pay are not granted when the person has accepted an offer of permanent employment at another institution or agency.

**PROFESSIONAL**

**Service:**

A leave without pay, granted for the purpose of allowing the person to serve with:  
(1) a college or university; (2) a local, state, federal or foreign governmental agency;  
or (3) a non-profit organization that is functionally associated to a publicly-funded agency.

Name and address of the entity served: \_\_\_\_\_

\_\_\_\_\_

**Education:**

A leave without pay, granted for the purpose of allowing the person to further his/her education.

**Other:**

\_\_\_\_\_

\_\_\_\_\_

**PERSONAL** (No PERS credit is earned for personal leaves.)

**PURPOSE OF THE LWOP. Must complete for all leave requests. (What do you plan to accomplish while on leave? What is the planned outcome of the leave?) Attach an additional page if necessary:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**I request a leave without pay as indicated above:**

\_\_\_\_\_  
Faculty Member's Signature

\_\_\_\_\_  
Date

**I approve of the leave without pay request:**

**I approve of the leave without pay request:**

Yes   
No  (provide written justification to AVP  
for Faculty Affairs)

Yes   
No  (provide written justification to AVP  
for Faculty Affairs)

\_\_\_\_\_  
Department Chair/Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dean of the College

\_\_\_\_\_  
Date

**Dean's Office to submit the completed form (with signatures) to:  
Edith Benkov, Associate Vice President for Faculty Affairs, MH 3310, MC 8010**